



**HEALTH INFORMATION TECHNOLOGY EXCHANGE OF CONNECTICUT  
BOARD OF DIRECTORS REGULAR MEETING MINUTES**

**Tuesday, March 4, 2014**

**4:30 pm – 4:55 pm**

**Bureau of Enterprise Systems and Technology  
East Hartford, CT**

**COMMITTEE MEMBERS PRESENT:** Mark Raymond (Chair/Treasurer) (phone), Ellen Andrews (phone), Commissioner Roderick Bremby (phone), Ron Buckman (phone), Demian Fontanella (representing Victoria Veltri) (phone), Vanessa Kapral (for Commissioner Mullen, DPH) (phone), Mark Masselli (phone), Angela Mattie (phone), Bettye Jo Pakulis (representing Lieutenant Governor Nancy Wyman) (phone), Barbara Parks Wolf

**COMMITTEE MEMBERS ABSENT:** John Gadea, Daniel Carmody (Secretary), Kevin Carr, Steven Thornquist

**HITE-CT & HIT Coordinator:** Christine Kraus (Administrative Project Officer), Louis Matteo (IT Project Lead), Minakshi Tikoo (HIT Coordinator) (phone)

**STATE AGENCY REPRESENTATIVES:** Joan Soulsby (OPM) (phone)

**PUBLIC REPRESENTATIVES:** Ed Tierney

**CALL TO ORDER**

M. Raymond called the meeting to order at 4:37 PM.

**HITE-CT BOARD OF DIRECTORS MEETING MINUTES – February 4, 2014 Meeting Minutes**

**MOTION:** A motion was made and seconded by B.J. Pakulis and R. Buckman respectively, to approve the minutes. All in favor. **Motion passed.**

**HITE-CT BOARD BUSINESS**

**Treasurer's Report**

C. Kraus provided the current financial status of HITE-CT.

For current status as of 2/28/14: total fixed assets = \$532,655.78. HITE-CT's current liabilities are \$9,596.15. Total liabilities and equity are \$683,637.52. C. Kraus presented the cash flow document. Total expenses for February 2014 are \$30,797.76. C. Kraus noted that the financials have been adjusted to reflect the assets HITE-CT would own based on the terms of the amended Axway contract. She noted that the run rate for operational costs going forward is approximately \$30,000 per month.

M. Raymond reiterated that the grant ends on 3/14/14. All funds must be expended by this date, except for close-out expenditures. Remaining grant funds, expected to be approximately \$80,000 - \$100,000 will be returned to the Department of Public Health within 60 days after the grant end date.

R. Buckman asked about the costs associated with setting up the master indexes. M. Raymond explained that the technical assistance from the vendors (Axway and Nextgate) is included in the software costs. Our HITE-CT technical consultant (L. Matteo) is only funded until 3/14/14. Last week HITE-CT submitted a draft Memorandum of Agreement (MOA) to the Department of Social Services (DSS) for funding from 3/15/14 - 6/30/14. The MOA is under review.

**MOTION:** A motion was made and seconded by R. Buckman and M. Raymond, respectively, to approve the Treasurer's report. All in favor. **Motion passed.**

## **HITE-CT AGENCY BUSINESS**

### **REPORT/UPDATE**

L. Matteo reported that the Provider Directory and Enterprise Master Patient Index (EMPI) applications have successfully been installed in a development environment at the Bureau of Enterprise Systems and Technology (BEST). C. Kraus and L. Matteo have been trained on the two applications. Provider files from the Department of Public Health (DPH) and a test file from the Department of Social Services (DSS) have been used to populate the Provider Directory database. Currently there are over 17,000 unique entries in the Provider Directory.

The EMPI application was installed to support future statewide HIE objectives, which are under discussion. To validate the functionality of the EMPI, the vendor loaded test files into the database.

Next Steps include the following:

- Identify integration opportunities to receive updates from each agency to keep the provider information current.
- Review statistical reports (Assumed Match and Potential Duplicates) generated from the installation with DPH and DSS to identify possible duplicates and to refine algorithms that determine if duplicates exist.
- Finalize plan to move application to staging and production areas.
- Continue to identify use cases for both applications.

### **In-Kind Statements**

C. Kraus noted that she will be emailing the 1Q4 In-Kind Statements and asked for a quick turnaround, as they are required by DPH.

### **HITE-CT Audits**

HITE-CT has been working with both the independent and state auditors as they finalize their audit recommendations.

### **HITE-CT Board Update**

C. Kraus emailed a summary of HITE-CT activities to the Board, which was requested at the February 4, 2014 meeting. For questions, contact C. Kraus or M. Raymond.

### **OTHER BUSINESS**

None

### **PUBLIC COMMENT**

None

## **ADJOURNMENT**

**MOTION:** A motion was made and seconded by R. Bremby and R. Buckman, respectively, to adjourn. All in favor. **Motion passed.** The meeting adjourned at 4:55 p.m.

## ***SCHEDULE OF MEETINGS***

*April 1, 2014*

DRAFT